Tournament day run sheet

Every item on the day with a time, an owner and a tick. Times are set against the shotgun or first tee time.

TOURNAMENT	SHOTGUN OR FIRST TEE
DATE	COURSE

TIME	WHEN	ITEM	OWNER	WHERE	DONE
	3 h before	Committee arrives. Walk the course with the pro, confirm pin positions and the contest holes.			☐
	2 h 30 before	Registration table set up: start sheet, player list, cash float, card reader, badges, gifts.			☐
	2 h 30 before	Sponsor signs placed on the tees and at the clubhouse. Photograph each one for the sponsor.			☐
	2 h before	Contest markers out: nearest the pin and longest drive flags, tape and sheets.			☐
	2 h before	Registration opens. Coffee and breakfast out.			☐
	1 h 30 before	Carts staged in hole order with scorecards, rules sheet and the start sheet on each.			☐
	1 h before	Range and putting green open. Mulligan and raffle sales at the table.			☐
	30 min before	Rules briefing and sponsor thanks at the clubhouse. Confirm the scoring cut-off time.			☐
	20 min before	Players to carts. Volunteers to their holes and the beverage cart loaded.			☐
	T	Shotgun start.			☐
	T + 2 h	Turn. Beverage cart second lap. Check pace of play at holes 6 and 12.			☐
	T + 4 h 30	First groups finish. Cards collected, checked and totalled. Bar opens.			☐
	T + 5 h	Scoring cut-off. Leaderboard final. Contest winners confirmed.			☐
	T + 5 h 30	Dinner served.			☐
	T + 6 h	Prizes, raffle draw and auction. Thank every sponsor by name.			☐
	T + 7 h	Close. Collect signs and markers, settle up with the course, count the cash.			☐
	Next day	Thank-you emails with results and photos. Sponsor photos sent. Lessons noted for next year.			☐
					☐
					☐
					☐

Give a copy to the pro shop and the caterer the week before. Most problems on the day are a timing mismatch.

Contacts, kit and weather plan

The second page of the run sheet. Keep it with the first, and give the contact list to every volunteer lead.

TOURNAMENT	ORGANISER ON THE DAY
DATE	COURSE

1 CONTACTS ON THE DAY

ROLE	NAME	PHONE	NOTES
Course pro shop			
Course manager or starter			
Caterer			
Beverage cart			
Registration lead			
Scoring lead			
Contests and volunteers lead			
Raffle and auction lead			
Title sponsor contact			
Photographer			
First aid			
Emergency services			

2 KIT TO BRING

- [ ] Start sheets, three copies
- [ ] Player list and registrations
- [ ] Name badges and gifts
- [ ] Measuring tape
- [ ] Prizes and a prize table cloth
- [ ] Megaphone or PA system
- [ ] Chargers and a power bank
- [ ] Scorecards and spares
- [ ] Cash float and card reader
- [ ] Sponsor signs and stakes
- [ ] Cable ties, tape and scissors
- [ ] Raffle tickets and a bucket
- [ ] First aid kit
- [ ] Thank-you cards for volunteers
- [ ] Pencils, markers and clipboards
- [ ] Receipt book
- [ ] Contest flags and markers
- [ ] Rules sheet for every cart
- [ ] Mulligan tickets
- [ ] Sunscreen and water

3 WEATHER PLAN

- [ ] Decision time and who decides agreed with the course
- [ ] Lightning policy: horn signal and shelter points known
- [ ] Rain date or refund rule published to players
- [ ] Caterer and bar told what happens if play stops

DECISION BY (TIME AND PERSON)

NOTES

Lightning ends play. Agree the signal and the shelter points with the course before anyone tees off.